

3 FAM 2630

POSITION CLASSIFICATION

(CT:PER-643; 06-23-2011)
(Office of Origin: HR/CSHRM)

3 FAM 2631 PURPOSE

(CT:PER-552; 06-22-2005)
(State Only)
(Applies to Foreign Service and Civil Service Employees)

This subchapter prescribes the authorities and responsibilities for developing and administering a sound position classification program within the Department of State for positions in the Senior Foreign Service (SFS), the Foreign Service (FS), and the Civil Service (CS), which includes positions in the Senior Executive Service (SES), the General Schedule (GS), and the Federal Wage System (FWS). Positions in other pay plans (e.g., GG, AD) are also included unless specifically excluded by law, Executive Order, or regulation.

3 FAM 2632 AUTHORITY

(CT:PER-552; 06-22-2005)
(State Only)
(Applies to Foreign Service and Civil Service Employees)

- a. Section 501 of the Foreign Service Act of 1980, as amended, authorizes the Secretary of State to classify positions in the Foreign Service.
- b. Title 5, United States Code (5 U.S.C.), Chapters 51 and 53, as amended, and Title 5, Code of Federal Regulations (5 CFR), Part 511, authorize the Secretary of State to classify positions in the Civil Service in conformance with standards published by the Office of Personnel Management (OPM).
- c. 5 U.S.C. 2301(b) lists the Merit System Principles that form the basis upon which the Department's Position Classification program is founded, administered and carried out.
- d. Other resources includes the following:
 - (1) 1 FAM 014, Organizational Control, Policies, and Functional

Statement;

- (2) 3 FAM 2610, Position Management; and
- (3) 3 FAM 2640, Position Classification Appeals.

3 FAM 2633 POLICY

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. It is the policy of the Department of State to administer a classification system that ensures:
 - (1) The provision of equal pay for substantially equal work;
 - (2) That employees are efficiently and effectively managed;
 - (3) That the work of the government is efficiently and effectively performed; and
 - (4) That equitable treatment in all aspects of human resources management is afforded to all employees and applicants for employment.
- b. Accordingly, the Department will classify all positions consistent with:
 - (1) Applicable Office of Personnel Management (OPM) position classification standards and guides;
 - (2) Applicable Department of State standards and guides;
 - (3) Sound position classification and position and organizational management principles; and
 - (4) Linkages between the various Federal pay systems and sound compensation principles and practices.

3 FAM 2634 EXCLUSIONS

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Positions excluded from coverage under 3 FAM 2630 are:
- (1) Consular agent positions (see 3 FAM 8900);
 - (2) Executive Schedule positions, chiefs of missions (CM), and ambassador-at-large positions (see 5 U.S.C. 5311 - 5316 and Section 302(a)(1) of the Foreign Service Act of 1980, as amended);
 - (3) Foreign Service National (FSN) positions, including FSN positions occupied by temporary appointments of U. S. Citizen Family Members (see 3 FAM 7000 and FAH-2); and
 - (4) Other positions specifically excluded from FS or CS classification by law, Executive Order, or regulation.
- b. Positions for experts and consultants appointed by authority of 5 CFR 304.103, are not subject to position classification under the provisions of Title 5 of the United States Code.
- (1) While such positions do not, by regulation, require formal position descriptions, the duties, responsibilities, and levels of authority of such positions must be described in sufficient detail. This will permit the Office of Civil Service *Human Resource* Management, Classification Division (*HR/CSHRM/C*) or Bureau HR staffs with delegated classification authority to determine the appropriate compensation for such employees.
 - (2) A statement or list of the duties to be performed and brief summary of the authority to be vested in the position, accompanied by a completed Form OF-8, Position Description coversheet, may be prepared for such positions in lieu of a full position description.
 - (3) The submission of full position descriptions for such positions greatly assists in making such compensation determinations, and aids in moving such positions into Civil or Foreign Service workforce, should that become appropriate. (See CSP Guidelines for Submitting Competed Packages, August 2000, for additional details.

3 FAM 2635 DEFINITIONS

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

The following definitions apply to terminology contained in this subchapter:

Accretion of Duties Promotion: A promotion resulting from an employee's position being classified at a higher grade because of the addition of higher-level duties that could only logically have been assigned to that position. When the nature of a position gradually evolves over an extended period and the added duties favorably impact the grade, the incumbent of the position may be promoted in place without competition. For complete guidance on accretion of duty promotions, see CSP Roadmap - Accretion of Duties Promotions, August 2002;

Audit: An interview with one or more employees, and/or supervisory personnel, to verify or gather information about a position that will provide a reliable basis for the accurate classification of the position. Frequently referred to as a Desk Audit, especially when conducted with the incumbent of the position being reviewed.

Career ladder: A grouping of Civil Service positions that identify work at increasing levels of difficulty and/or responsibility (e.g., Management Analyst, GS-07/09/11/12).

- Career ladders are established to provide employees within the ladder the developmental, grade-building experiences that will qualify them for non-competitive promotion to the next higher level after meeting one-year time-in-grade requirements and demonstrating ability to perform at the higher level.
- Although promotions with the career ladder do not require competition among the employees in the ladder, they are dependent upon meeting qualifications requirements, the recommendations of cognizant supervisors, receiving at least a Fully Successful performance rating, and the continued presence of available work at the next higher level.

Civil Service (CS) position: A position subject to classification under 5 U.S.C. Chapters 51 and 53.

Classification. Assignment of proper pay plan, position title, occupational series and grade level to a position by application of authorized OPM or Departmental position classification standards and/or methodologies. Also referred to as Position Classification.

Classification appeal: An employee's official request to the Department and/or to OPM to review the classification of the civil service (CS) position subject to classification under 5 U.S.C. to which s/he is assigned. See 3 FAM 2643 for complete information on appealing the classification of CS positions. There are no provisions for classification appeals in the Foreign Service.

Desk audit (see Audit)

Factor Evaluation System (FES): A classification system for non-supervisory general schedule (GS) positions under which the duties assigned to a position are described and evaluated in terms of nine job-related factors, established by the Office of Personnel Management (OPM), using a specified point-rating system.

Federal Wage System (FWS). The pay system applicable to work in recognized trades or crafts or in manual-labor occupations in which trade, craft, or laboring experience and related knowledge is the paramount requirement.

Foreign Service (FS) position: A position established under the authority of the Foreign Service Act of 1980.

Full performance level (FPL): The full working level of a Civil Service(CS) position or the top grade level in a career ladder.

General Schedule (GS): The pay schedule that determines the rate of pay or compensation for Federal “white collar” positions. These positions range in grade from GS-1 to GS-15, and include duties that vary in difficulty and responsibility. Such positions are designated by the GS pay plan. Positions above grade GS-15 are part of the Senior Executive Service (SES) or Senior Level (SL) system, which are separate from the General Schedule.

Generic position description: A position description (PD) that describes a body of work, in general terms, common to positions at a given grade level, in a given occupational series. While such PDs are a valuable “starting point”, they must be edited/expanded to address the work specifically applicable to the organization in which they are placed and the specific position being described.

Impact of the Person on the Job: Change(s) in the duties and responsibilities of a position resulting from the unique capabilities, experience, or knowledge a particular employee brings to the job. In such cases, the performance of the employee broadens the nature or scope and effect of the work being performed, such as through the attraction of especially difficult work assignments, unusual freedom from supervision, special authority to speak for and commit the Agency, continuing contribution to organizational efficiency or economy, recognition as an “expert” sought by peers, or similar considerations.

Identical/Additional (I/A) position: A position to which more than one employee may be assigned. All employees assigned to an I/A position have the same duties and responsibilities.

Maintenance review: A periodic review of all position descriptions in an organization to ensure that position descriptions remain accurate, that all previous classification determinations remain valid, and that all positions on record for an organization are required to accomplish the mission of the organization.

Major duties and responsibilities: Those duties and responsibilities assigned to a position that:

- Are performed on a regular and recurring basis;
- Require a substantial portion of the employee's time; and
- Determine the qualifications requirements for complete and successful performance of the duties of the position.

NOTE: All major duties and responsibilities must be described in the position description in sufficient detail to permit assignment of the proper pay plan, title, occupational series, and grade level to the position.

Position classification: (See Classification).

Position description (PD): An official written documentation of management's assignment of specific duties, responsibilities, and supervisory relationships to a position, as well as required knowledge and skills necessary to perform the assigned duties. The Position description (PD) library is a collection of previously classified position descriptions that is available in electronic form via the Department of State Intranet.

Position management: The process of managing the way in which work-year allocations are utilized by an organization. This includes planning and implementing organizational structures comprised of the number, kinds and levels of positions required in an organization to accomplish mission objectives within the framework of authorized resource allocations.

Rank-in-person: A practice, by which a FS employee is graded as an individual and not because of the duties of the position that she/he occupies, based on individual qualifications, seniority, and performance. Personal rank remains the same regardless of the class of the position to which a FS employee is assigned.

Reconsideration request: A written request to the Director, *HR/CSHRM*, by a supervisor or manager to review an initial classification determination by a *CSHRM/C* or Bureau classifier for a position under their jurisdiction (see 3 FAM 2639). Employees are not permitted to initiate reconsideration requests, but may assist managers and supervisors in formulating such requests.

Senior Executive Service (SES): A personnel system for senior executives whose duties and responsibilities exceed the GS-15 level of the General Schedule (GS) pursuant to 5 U.S.C. 5108, or an equivalent position, which is not required to be filled by the President and with the advise and consent of the Senate. The SES system provides for a uniform, government-wide system for developing, selecting, rewarding, and managing an effective team of high-level executive management personnel.

Senior Foreign Service (SFS): A segment of the Foreign Service (FS) which parallels the flag-officer ranks of the military (i.e., Generals and Admirals) and the SES system, and offers an effective framework to foster greater development of leadership and policymaking capabilities at both the national and international levels.

Supervisory certification: A statement on the coversheet Form OF-8, for a CS PD, signed by the first-level supervisor of the position, certifying that the duties, responsibilities, and organizational relationships described in the PD are complete and accurate, and that the position is necessary to carry out government functions for which the supervisor is responsible. This certification obligates payment of public funds at the level appropriate for the series and grade level assigned by the classifier to the PD as described therein.

Vacancy review: Review of a vacant position by a supervisor and/or classifier, to determine if the position remains necessary, properly described, and classified.

3 FAM 2636 ADMINISTRATION OF THE CLASSIFICATION SYSTEM

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The Department of State administers the classification system for the Foreign Service in accordance with authorities provided in Section 501 of the Foreign Service Act of 1980 (as amended), and the classification system for the Civil Service in accordance with those provided in Chapters 51 and 53 of 5 U.S.C.
- b. Compliance with written standards or guides and conformance with accepted compensation practices are integral part to the proper administration of both the CS and FS classification systems. Employee morale and confidence are enhanced when positions are classified in a

consistent manner.

- c. Legal and regulatory requirements and operating responsibilities are fulfilled by promptly and accurately classifying positions consistent with applicable classification standards and other approved guides, using sound judgment and considering all pertinent information.
- d. Position classification is an essential component of position management.
 - (1) Human Resources (HR) specialists who are responsible for position classification at both the Departmental and Bureau levels must be sufficiently trained and experienced to enable them to advise and assist managers and supervisors in implementing position classification principles and goals;
 - (2) Classifiers should, therefore, promote economical position structuring and grading within the organizations they service, in order to optimize the efficiency, effectiveness and productivity of government service; and
 - (3) They should also advise management on avoidance of overlap in functions or responsibilities, alignment of the organization consistent with current resources, allocation of positions consistent with approved staffing, and establishment of career ladders.
- e. The Department's position classification program will be administered to provide management with information and advice on organization, reorganization, and other position and workforce management matters. All classifiers must be committed to providing timely and complete service and assistance to all levels of management.

3 FAM 2636.1 Deputy and Assistant Positions

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

1 FAM 014 and 3 FAM 2610 contain guidance regarding the establishment of deputy and assistant positions, and specify component levels within the Department in which such positions can and cannot be established. In accordance with this guidance, the number of such positions should be kept to the absolute minimum required to ensure efficient and effective management of government programs and employees and to prevent unnecessary administrative levels and confusion of authority. Authority to approve the classification of deputy and assistant positions is retained by the Director, *HR/CSHRM*.

3 FAM 2636.2 Classification Audit Requirements

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Formal classification audits must be conducted in conjunction with any classification action when the position under review:
 - (1) Is proposed for upgrade based on accretion of duties;
 - (2) Is presently at the full performance level of a career ladder and is proposed for upgrade;
 - (3) Is a “mixed series” position, i.e., comprised of work classifiable in two or more occupational series;
 - (4) Is comprised of work for which there is no published classification standard (such as GS-301);
 - (5) Is being reclassified into a new occupational series;
 - (6) Is part of a classification review project concerning a specific group of positions to ensure proper application of classification standards;
 - (7) Is part of a program evaluation to review proper exercise of delegated position classification authority;
 - (8) Requires the application of a new classification standard; or
 - (9) Results from a specific request for review, or is part of a formal classification appeal.
- b. A request for an audit of a position may be submitted when permanent substantive changes in the duties, responsibilities, and/or supervisory relationships of their position have occurred and the incumbent has been performing the new work for at least one year. If both of these criteria are not fully met, the cognizant *HR/CSHRM/C* or Bureau classifier will return the request without action. Supervisors may submit such requests directly to *HR/CSHRM/C* or their Bureau HR Chief (in Bureaus with delegated classification authority), for positions under their cognizance; employees should submit such requests through their supervisor.

3 FAM 2636.3 Classification Evaluation Statement Requirements

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Written evaluation statements must be prepared and filed with the original classified position description in any classification action when the position under review:
 - (1) Is to be classified by application of the OPM General Schedule Supervisory Guide or Research Grade Evaluation Guide;
 - (2) Is a mixed-series and/or mixed-grade position;
 - (3) Will be downgraded as a result of the review;
 - (4) Will be upgraded beyond the established full performance level of its existing career ladder;
 - (5) Is classified in an occupational series for which no published classification standards exist;
 - (6) Is proposed for upgrade based on accretion of duties or impact of the person on the job;
 - (7) Is an interdisciplinary position; or
 - (8) When the review results in correction of a previous classification error.
- b. Use of evaluation statement summary templates (which record factor level descriptions/benchmarks used, points assigned, and minimal "Remarks") is permissible in some cases, as long as the resulting documentation provides sufficient detail to enable an individual other than the original classifier to fully understand the basis for the classification determination. However, template evaluation statements will not be utilized in classification situations which are outside of the norm or are precedent-setting, such as downgrades, appeals, or other similar circumstances requiring more complete narrative in support of the classification decision.

3 FAM 2636.4 Contracting for Position Classification Support

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The acquisition of contract services to perform position classification services by any Bureau within the Department shall not be permitted under the following circumstances:
 - (1) For the purposes of re-visiting position classification determinations previously rendered by *HR/CSHRM*, or classification appeals decisions rendered by HR/RMA or OPM; or
 - (2) For the purposes of training Bureau HR Specialists in position classification and position management responsibilities (such training should be sought from the USDA Graduate School or other appropriate external sources, or from *HR/CSHRM*); or
 - (3) When use of contract services adversely impacts the ability of a Bureau to effectively develop HR Specialists within the Bureau toward full proficiency in position classification and position management skills.
- b. The costs for all contracts for classification support initiated by the Bureaus shall be borne by the Bureaus.
- c. Contractors:
 - (1) Must perform classification and position management activities in accordance with Federal law and regulation, applicable provisions of the FAM and FAH, *HR/CSHRM* and HR/RMA guidelines, and the terms of the Bureau's Memorandum of Understanding with *HR/CSHRM* regarding delegated position classification authority (for those Bureaus delegated such authority); and
 - (2) Shall not be authorized to finalize the classification of positions within the Department, but rather are required to provide advisory classification evaluations on which the Bureau or *HR/CSHRM/C* will base a final classification decision.
- d. Bureaus must coordinate the acquisition of contract services with *HR/CSHRM* before initiating contracting activities.
- e. *HR/CSHRM* will recommend potential contractors to the Bureaus, and will evaluate others regarding their capability to perform the services desired, as requested by the Bureaus.
- f. Contracting Officer's Representative (COR):
 - (1) The Chief, Classification Division (*HR/CSHRM/C*), or qualified designee, will serve as the COR for all contracts for position classification support executed by Bureaus that have not been

delegated position classification authority;

- (2) Bureaus with delegated position classification authority may designate a qualified COR from within their Bureau, or may ask *HR/CSHRM/C* to assume this responsibility in absence of a full qualified and trained COR within the Bureau; and
 - (3) Bureaus with delegated classification authority shall submit a list of all designated Bureau CORs for contracts for classification support to *HR/CSHRM*, which shall be retained with the Bureau's delegation Memorandum of Understanding (MOU).
- g. *HR/CSHRM* has issued, under separate memorandum, a model Contract and Statement of Work, accessible through the *CSHRM* Reference Library to assist Bureaus in contracting for position classification services. This model clearly identifies the roles of the contractor, contracting Bureau, the COR, and *HR/CSHRM*. The model also provides for rejection of unacceptable work products and the opportunity for the contractor to revise their finding to conform to Bureau and/or *HR/CSHRM* standards of adequacy at no additional cost to the Bureau, and for ultimate termination of the contract or refusal of payment if deficiencies are not satisfactorily resolved.

3 FAM 2637 RESPONSIBILITIES

3 FAM 2637.1 Office of the Director General of the Foreign Service and Director of Human Resources (M/DGHR)

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

Assists the Secretary of State and the Under Secretary for Management (M) by directing the formulation and implementation of human resources policies and programs governing the human resources management activities of the Department.

3 FAM 2637.2 Office of Resource Management and Organizational Analysis (HR/RMA)

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Manages the Department's position management program, and establishes and administers policies and procedures for the conduct of organizational and workload studies and the approval of new organizational structures or modifications to existing structures.
- b. Implements classification programs, policies, and standards and develops operational procedures for the classification of U.S. Foreign Service positions abroad, and classifies/establishes all FS positions abroad in accordance with approved and authorized functions.
- c. Reviews organizational proposals abroad before final approval to determine potential impact on classification and overall position management strategies.
- d. Develops policies and procedures for Civil Service position classification appeals, and adjudicates position classification appeals for the Department.

3 FAM 2637.3 Office of Civil Service *Human Resource Management (HR/CSHRM)*

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Manages the position classification program for Civil Service, domestic Foreign Service and Senior Executive Service positions, and provides oversight for delegated classification functions.
- b. Develops policies, operational procedures, and guidance for the classification of Civil Service positions, and similarly administers exempted positions (e.g., the GG and AD pay plans).
- c. Reviews domestic organizational proposals before final approval to determine potential impact on classification and overall position management strategies.
- d. Coordinates, conducts, or directs the conduct of periodic maintenance reviews of Civil Service and domestic Foreign Service positions, in accordance with established schedules and the provisions of 3 FAM 2638.2.
- e. Establishes and administers policy and procedures for contracting for position classification services, as stipulated in 3 FAM 2636.4 above.

- f. Assists Bureaus in identifying qualified individuals to perform classification services on a contractual basis.
- g. Provides a Contracting Officer's Representative (COR) for all contracts for position classification support executed by Bureaus that have not been delegated position classification authority, or for delegated Bureaus upon their request.

3 FAM 2637.4 Assistant Secretaries With Delegated Classification Authority

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. In accordance with 5 U.S.C. 302, some Assistant Secretaries are delegated position classification authority. In accordance with the terms of the Bureau's Memorandum of Understanding with *HR/CSHRM* regarding delegated position classification authority (for those Bureaus delegated such authority), the delegation of authority applies to all Civil Service positions at or below grade GS-13 under the General Schedule, and to equivalent positions under the Federal Wage System. The delegation of authority does not extend to positions encompassing human resource management duties, or Schedule C or domestic Foreign Service positions, for which *HR/CSHRM* retains classification authority.
- b. Each Assistant Secretary must designate, in writing, the employee(s) accountable for executing signatory authority for position classification.

3 FAM 2637.5 Bureau Executive Officers

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Ensure that position classification activities conducted within their Bureaus are in accordance with Federal law and regulation, applicable provisions of the FAM and FAH, *CSHRM* and RMA guidelines, and the terms of the Bureau's Memorandum of Understanding with *HR/CSHRM* regarding delegated position classification authority (for those Bureaus delegated such authority).
- b. Coordinate acquisition of contractor services for position classification support with *HR/CSHRM*, in accordance with *HR/CSHRM* guidelines and the provisions of 3 FAM 2630.

- c. Ensure that appropriate consultation is sought with *HR/CSHRM* and/or HR/RMA, prior to requesting final action from *HR/CSHRM* and/or HR/RMA or taking final action under delegated authority, on unusual or precedent-setting position classification and/or position management actions.

3 FAM 2637.6 Bureau Human Resource Supervisors and Specialists

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Conduct all position classification and position management activities in accordance with Federal law and regulation, applicable provisions of the FAM and FAH, *CSHRM* and Resource Management and Analysis (RMA) guidelines, and the terms of the Bureau's Memorandum of Understanding with *HR/CSHRM* regarding delegated position classification authority (for those Bureaus delegated such authority).
- b. Consult with *HR/CSHRM* and/or HR/RMA regarding unusual or precedent-setting position classification activities before requesting final action from *CSHRM* and/or RMA or taking final action under delegated position classification authority.
- c. Conducts or assists in the conduct of periodic maintenance reviews of Civil Service and domestic Foreign Service positions, in accordance with established schedules and the provisions of 3 FAM 2638.2.

3 FAM 2637.7 Managers and Supervisors

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The certification of position descriptions, which ensures the accuracy of the position description and its necessity for the performance of government work under the control of the supervisor, is the responsibility of each individual manager and/or supervisor. Each manager and supervisor has a personal and legal responsibility, when signing Form, OF-8 for Position Description (civil service), to ensure that the job is properly described and required. Misrepresentation of actual duties and responsibilities of a position constitutes mismanagement and misuse of the resources of the government.
- b. Managers and supervisors should participate fully in the classification

process in partnership with classifiers, and should remain aware of changes in position content and initiate re-description of duties when warranted, to ensure that all position descriptions are commensurate with work actually being performed by their subordinates in support of their organizational mission and functions. Managers and supervisors should also advise and consult with classifiers, through their executive offices, of potential or impending programmatic, operational, or position changes that may affect their subordinates. This includes establishing and maintaining within each supervisor's specific area of responsibility an effective position structure consistent with approved work-year allocations.

3 FAM 2637.8 Office of Personnel Management (OPM)

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

The OPM has oversight responsibility for ensuring that the Department effectively administers its position classification program for GS, Federal Wage System, and SES positions that are classified under authority of 5 U.S.C.

3 FAM 2638 PROGRAM MAINTENANCE

3 FAM 2638.1 Implementation of Classification Decisions

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

Whenever a classification action results in a newly classified position description (with or without change in pay plan, series or grade level) an action implementing it must be initiated by the supervisor or manager of the position, generally within 30 calendar days from the date the copy of the new PD is returned in the Bureau.

3 FAM 2638.2 Maintenance Review of Position Descriptions and Classification Determinations and

Special Studies/Surveys

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Each Bureau's position descriptions (PDs) shall be required to undergo a formal maintenance review on a periodic basis to ensure their adequacy and to verify the proper evaluation and classification of all positions within the Bureau. Periodic review dates will be assigned by *HR/CSHRM* in such a way that the reviews can be accomplished with minimal adverse impact on normal Bureau operations.
- b. The performance of periodic maintenance reviews increases communication and cooperation between management officials and classifiers, and reduces the likelihood of inconsistencies between position descriptions, critical elements and performance standards, and actual duties performed by employees.
- c. During these reviews, each supervisor will be responsible for the following tasks with regard to all positions that under his/her first-level direction:
 - (1) Review each position description and determine whether any changes in duties, responsibilities, authority levels or supervisory relationships have occurred since the position description was either classified or last reviewed for classification accuracy. The supervisor may engage subordinate employees in this process; however, the ultimate responsibility for assigning and accurately and completely describing the work resides with the supervisor;
 - (2) Certify whether each position assigned to the supervisor's organization is accurate (a summary reporting sheet will be provided for this purpose);
 - (3) Prepare and certify revised position descriptions for those positions found to be inaccurate; and
 - (4) Submit the completed summary sheet and any revised position descriptions, with certified coversheets, to *HR/CSHRM* or their delegated Bureau classification staff, through their Bureau Executive Office, for evaluation and classification of revised PDs.
- d. Vacancy reviews should be conducted whenever a position becomes vacant, in order to determine if the position is still necessary and if it is correctly classified. Positions found to have significantly changed will be audited by a *HR/CSHRM/C* or Bureau classifier. Results will be reviewed by *HR/CSHRM*, which will provide a report that covers the findings and

recommendations with a deadline to ensure that these findings and recommendations have been implemented. Prompt review of vacant positions minimizes potential delays in recruiting caused by undocumented changes in the work assigned to the position and the qualifications required to perform such work.

- e. Organizational reviews and studies will be conducted, in accordance with the provisions of the Department's position management program (see 1 FAM 015 and 3 FAM 2610), to ensure that positions are structured and staffed in the most economical manner consistent with effective mission accomplishment.
- f. Special classification studies and surveys will be conducted on an "as needed" basis to prepare or comment on standards or furnish advice to management on special issues or situations.

3 FAM 2638.3 Recordkeeping

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The Bureau/Office maintains the original copies of all position descriptions classified under written delegation of authority to a Bureau/Office, along with the original classification evaluation in an organized fashion and centralized location, until the position has been abolished. In addition, a copy of these materials should be provided to *HR/CSHRM/C* for retention by the classifier who services the delegated Bureau/Office, in order to provide *HR/CSHRM* classifiers with a complete, accurate account of each serviced organization, especially when classifying positions not covered by a Bureau's delegated classification authority. In delegated Bureaus, abolished position descriptions may also be retained indefinitely if, in the judgment of the Bureau, the potential exists for the need to re-establish an abolished position in the future.
- b. The servicing *HR/CSHRM/C* classifier maintains the original copies of all position descriptions classified by *HR/CSHRM/C* classifiers, along with the original classification evaluation, until the position has been abolished. In addition, a copy of these materials should be provided to the Bureau/Office for their records. Abolished position descriptions for non-delegated Bureaus normally will not be maintained in *HR/CSHRM*, but may be offered to the Bureau to which the position was assigned, upon request, should they wish to retain a copy.
- c. In addition to position descriptions and evaluations, all records, files, and

other materials incidental to the classification of each position must also be maintained by *HR/CSHRM/C* and the Bureau/Office and made available for review upon request of the Bureau of Human Resources and/or other regulatory entities.

3 FAM 2639 RECONSIDERATION AND APPEAL OF CLASSIFICATION DECISIONS CIVIL SERVICE AND DOMESTIC FOREIGN SERVICE POSITIONS

3 FAM 2639.1 Reconsideration

(CT:PER-643; 06-23-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Reconsideration of classification decisions on Civil Service and domestic Foreign Service positions is entirely at the discretion of *HR/CSHRM*.
- b. Reconsideration of classification decisions on overseas Foreign Service position is entirely at the discretion of HR/RMA.
- c. Any request for reconsideration of a classification decision for either a Civil Service or Foreign Service position:
 - (1) Must be made in writing to the Director, *HR/CSHRM*, through the requesting office's Executive Office (requests initiated from within the HR Bureau must be submitted through HR/EX);
 - (2) Must be requested by the supervisor of the position; employees may not file requests for reconsideration of a classification decision on their own or any other position;
 - (3) Should clearly state the reason(s) for believing the classification determination is erroneous;
 - (4) Should specify (when applicable) the requested pay plan, title, series and/or grade;
 - (5) Should provide additional supporting materials, information and/or documentation; and
 - (6) Must be received within 60 calendar days of the date of the

classification determination being questioned.

- d. Requests for reconsideration are not the same as classification appeals. Supervisors may submit reconsideration requests in conjunction with the issuance of classification decisions on positions under their supervisory authority. Civil Service employees may appeal classification decisions on their own positions (see 3 FAM 2639.2 below and 3 FAM 2640).

3 FAM 2639.2 Classification Appeals

(CT:PER-552; 06-22-2005)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Civil Service employees who wish to formally appeal the classification of their own position should follow the procedures provided in 3 FAM 2640.
- b. There are no provisions for Foreign Service employees to file classification appeals.